LAKE COUNTY
FLORIDA

Department of Growth Management
Building Division

BF24

Plan Submittal Guidelines
Commercial/Multi-Family Occupancy

Project Name	**Permit No**.

The plan review process can be a complex and lengthy procedure. However, a well researched, properly prepared set of plans submitted with sufficient details, sections and information necessary to determine compliance with the State of Florida/Lake County codes will move quickly through the process and have fewer reasons for rejection. These detailed plans on a job site will also aid the inspection process by reducing delays and the number of re-inspections. The form should be filled out by the designer of record. **This is only a guide.** Depending on the scope of work to be permitted, some items may not apply or more specific information may be required.

BUILDING AND FIRE CODE

SITE PLAN

_____ Zoning approval stamp on site plan
_____ Location of buildings, structures, etc.
_____ Construction type and occupancy of all buildings
_____ Building area and height
_____ Setbacks to property lines, adjacent buildings, etc.
_____ Dimensions of buildings
_____ Parking layout with accessible parking, fire access, vehicle loading, driving/turning radius
_____ Accessible path of travel shown
_____ Fire hydrant locations, water supply, post indicator valve (PIV) indicated
_____ Location of specific tanks, water lines, sewer lines
_____ Fire sprinkler point of service, underground mains and their size
_____ Fire flow calculations (ISO Method) or Lake Count Need Fire Flow Calculations

SOIL REPORT

_____ Anticipated soil bearing capacity
_____ Recommended footing sizes, depth, etc.
_____ Soil preparation specifics

FLORIDA ENERGY EFFICIENCY FORM

_____ Signed by design professional (when required) and by owner/agent
_____ Cooling/heating load calculations (Section 407.1.ABCD.1)

LIFE SAFETY PLAN

_____ Occupant load of each area
_____ Distances of travel and occupant loads on means of egress components
_____ Location of smoke compartments
_____ Location of area of rescue assistance
_____ Designated fire rated walls and partitions
_____ Occupancy Classification
_____ Fixture Layout
_____ Exits required, exits provided
_____ Exit capacity required, capacity provided
_____ Aisle widths required, aisle widths provided
_____ Common path limits, length proposed
_____ Dead-end corridor limits, dead end proposed
_____ Travel distance limit, distance proposed
_____ Corridor rating required, rating provided
_____ Exit sign locations including directional
_____ Emergency Lighting Locations
_____ Fire extinguisher locations and size

FIRE PROTECTION

_____ Fire lanes
_____ Exit lights, emergency lighting
_____ Location, type, and size of fire extinguishers
_____ Standpipe risers
_____ Smoke control
_____ Smoke evacuation system schematic

*Separate permit and plans required for fire protection systemic prior to installation.

_____ Fire sprinkler plans, calculations, cut sheets
_____ Fire alarms, calculations, cut sheets
_____ Fire suppression system plans, equipment cut sheets, manufacturer's manual

ARCHITECTURAL STRUCTURAL PLANS

Cover Sheet

_____ Name of Project
_____ Design professional name, address, number
_____ Index of plan sheets with description
_____ List of codes used in the design process
_____ Proposed occupancy classification
_____ Type of construction, FBC Table 500
_____ Threshold building designation (if applicable)

_____ Proposed square footages of building footprint, floors, covered entries/porches
_____ When applicable, a statement that the site and building(s) comply with Fair Housing Act
_____ Any other information helpful to the permitting/inspection process

Elevations

_____ All sides of structure shown with heights at each level
_____ Roof structure heights (chimneys, steeples, parapets, penthouses, etc.)

Floor Plan

_____ Occupancy use of each area
_____ Rated walls designated
_____ Bearing walls designated
_____ Exits designated
_____ Dimensioned areas and corridors
_____ Special occupancy requirements such as assembly seating layout
_____ Concrete column location
_____ Isolated bearing columns, posts located

Foundation Plan

_____ Slab thickness, reinforcing
_____ Footing dimensions
_____ Reinforcing steel grade, size, location, lap, concrete coverage
_____ Termite protection requirements
_____ Concrete column locations

Sections

_____ Cross sections through the building, covered entries, balconies, etc., as needed for clarity
_____ Interior partitions, rated/non-rated, bearing/non-bearing
_____ Exterior walls (foundation to roof)
_____ Fire walls
_____ Parapets
_____ Shafts (elevator, stair, chutes, mechanical)
_____ Stairs, landings
_____ Ramps
_____ Fireplace, hearth, mantle

Framing

_____ Walls
_____ Floor/ceiling framing plan
_____ Ramps, landings, stairs, framing plan
_____ Roof truss layout or framing plan

Details

_____ Valley, dormer framing/anchoring
_____ Gable end bracing, anchoring
_____ Window and door manufacturer's installation
_____ Guardrail, handrail and anchoring methods
_____ Exterior masonry veneer anchoring
_____ Change in concrete beam heights
_____ Wood walls/beam attaching to concrete walls/beams
_____ Knee wall sections with anchoring
_____ Penetration of fire walls (tested assembly designated)
_____ Fire dampers (tested assembly designated)
_____ Fire blocking, draftstopping
_____ Copies of original tested assemblies (UL, USG, etc.)
_____ Glass block installation
_____ bearing column, posts
_____ Skylights
_____ Elevators (including interior car dimensions)
_____ Roof access
_____ Concrete beams

Schedules, Tables

_____ Door, windows (size, type, location key, fire rating, glazing type, hardware, etc.)
_____ Headers, beams
_____ Lintels (manufacturer's name/load table, anticipated loads, lintel designation keyed to wall openings on floor plan)
_____ Interior finish type and Class A, B, or C
_____ Connector/anchors schedule with current manufacturer, type, nail sizes and amount, uplift capacity
_____ Nailing for roof and wall sheathing

Specifications

_____ Design parameters
_____ Design structural dead loads (roof, floor, concentrated, etc.)
_____ Design wind loads (basic wind speed, importance factor, internal pressure coefficient, exposure)
_____ Reinforcing vertical/horizontal (steel grade, lap requirements, etc.)
_____ Concrete - comprehensive strength, slump,
_____ Mortar (strength, type)
_____ Concrete coverage
_____ Wood specifications

Miscellaneous

_____ Threshold inspector name, background
_____ Threshold inspection schedule
_____ Florida Product Approval list with number, description, manufacturer.

FLORIDA ACCESSIBILITY CODE

_____ Site plan with site requirements (parking, accessible route, ramps, etc.)
_____ Path of travel from public street sidewalk to building entrance
_____ Vertical accessibility
_____ Maneuvering clearances at doors
_____ Detail of accessible facilities showing clear floor space, turning radius, fixture elevations, grab rails, etc.
_____ Height of drinking fountain, telephone, etc.
_____ Audible and visual alarms
_____ Table of accessible room required and proposed for transient lodging
_____ Assembly occupancy (auditorium, restaurant, etc.) seating and aisle layout
_____ Counter heights
_____ Details to indicate compliance with specific occupancy requirements (business, medical care, libraries, etc.)

ELECTRICAL

_____ Engineer signed/sealed plans if required by F.S. 471.003
_____ Maximum available fault current at the service disconnect
_____ AIC rating of breakers/fuses, panel board bracing
_____ Metering equipment
_____ Main over current protection
_____ Number of service disconnects
_____ Voltage of the electrical system
_____ Phase of the system
_____ Separate derived systems
_____ Load descriptions
_____ Branch circuit and equipment requirements
_____ Conductor size and type
_____ Conduit size and type
_____ Conduit percentage of fill
_____ Grounding methods and conductor sizes
_____ Location of new / existing exit / emergency

GAS

_____ Gas piping isometric, type of gas used
_____ Length of pipe to the most remote outlet
_____ Pipe section with type, size, lengths and shut-off valves
_____ Btu/cfh load of each appliance
_____ Table used to size the system

PLUMBING

_____ Sanitary and water supply risers (isometrics) with pipe size, vent sizes, clean-outs, etc.
_____ Water heater location, installation detail, size, thermal expansion control, safety pan
_____ Relieving arch detail or pipe sleeved
_____ Calculation on occupancy and number of facilities required
_____ Indirect waste detailed or indicated
_____ Interceptor and separator details
_____ Floor drain details including trap seal
_____ Flat roof drainage calculations, Sec. 1106
_____ Roof drain or scupper details, secondary (emergency) roof drain and conductors

IRRIGATION (FPC, Appendix F)

_____ Layout with location of zones, buildings, meter, backflow preventer, piping, etc.
_____ Control valve, sprinkler description or detail
_____ Pipe sizes, sleeves
_____ Well location, pump details
_____ Controller and rain sensor
_____ Pipe sizes, sleeves

MECHANICAL

_____ Equipment specifications (manufacturer, SEER, kw, Btu, cfm, unit weight, etc.)
_____ Duct layout, type, insulation, installation, turning vanes, volume dampers
_____ Grill sizes, cfm's
_____ Condensing unit and air handler locations keyed to each other,
_____ Condensate waste location and/or detail
_____ Installation details for air handlers and roof top units
_____ Fire damper location, type and details
_____ Kitchen hood details, exhaust, make-up air
_____ Exhaust systems
_____ Duct detector, remote anunciator locations
_____ Smoke detection system
_____ Statement of compliance with ASHRAE 62